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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700220004-5

Bi-Weekly Report Ending 21 August 1961  
from  
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 10 actions requiring the printing of 656,249 copies of forms.
- (2) Approved 2 new and 6 revised forms.
- (3) As a result of careful screening of the revision of the "Abstract File Slip," Form No. 44d, was able to reduce the quantity requested by the OPI from 1,000,000 serially numbered sets to 600,000 sets. On the basis of the previous costs of this form, \$20.22 per M sets, the savings involved in this procurement cost amounted to \$8088.00.  ✓

25X1

b. Intangible

- (1) Drafted memorandum to all Area Records Officers which will transmit a machine listing of all stocked, and non-stocked forms that are of particular interest to each OPI. This memorandum provides a guide as to how each ARO will obtain, and maintain, samples of both stocked, and non-stocked forms in which their component has a primary interest.

25X1

2. Assignments in Progress

a. Forms

(1) <u>Analyst</u>	<u>New</u>	<u>Revised</u>	<u>Totals</u>
<span style="border: 1px solid black; display: inline-block; width: 100px; height: 40px; vertical-align: middle;"></span>	2	1	3
	0	5	5
	1	0	1
Totals	<u>3</u>	<u>6</u>	<u>9</u>

25X1

(2) Employee's Suggestions

<u>Analyst</u>	<u>Suggestion No.</u>	<u>Subject of Suggestion</u>
<span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>	62-48	Involves the carbon interleaving of NCR manifold sets in order to use the reverse side without re-inserting carbons.

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(3) Computer Forms  25X1

Nothing significant.

(4) Crypto-Pseudo-Alias Forms  25X1

Continuing.

(5) DDP Bootleg Forms Survey  25X1

Suspended - (See 12 June 1961 Report)

(6) Information Report Forms and Systems  25X1

Nothing Significant.

(7) Printed Forms Used Overseas  25X1

No change.

(8) Specifications, Revision of Form 30b (Unassigned)

No change.

(9) DDP Forms Management Program  25X1

Project suspended. Report being written.

b. Correspondence

(1) Typewriter Ribbon Survey  25X1

Nothing significant.

c. Mail

(1) Mail Management Orientation  25X1

Nothing significant.

d. Special Projects

(1) Forms Management Regulation Handbook  25X1

No change.

(2) Commercial Research and Development  25X1

No change.

(3) Magnetized Security Check Sheet Holder  25X1

Nothing significant.

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(4) Reduction in Logging Requirements under Provision of  
EO 10501 (Unassigned)

(5)q Correcting and Updating Forms Catalog and Forms Control  
Cards

3. News

a. We are happy to have  back with us again today  
after a nice 8 day vacation to his old home in New York.



*by [signature]*

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